



**African Forum
for Agricultural
Advisory Services**
Knowledge & Novelty
for Africa's Livelihoods

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Recruitment of Executive Director

The African Forum for Agricultural Advisory Services (AFAAS) is the Continental umbrella Organization and platform that aims at strengthening national Agricultural Extension and Advisory Services (AEAS) in Africa in order to contribute to sustained productivity, profitability and growth of African agriculture for poverty reduction. AFAAS was established in 2004, with a Secretariat located in Kampala, Uganda. AFAAS is aligned with the Comprehensive Africa Agriculture Development Program (CAADP) and to the Malabo Declaration of June 2014. Its specific focus is on knowledge sharing, knowledge support and innovation for enhancing the utilization and adoption of productivity-enhancing technologies, value-adding processes and loss-reducing practices in the value chains, thus contributing to national development goals.

AFAAS is currently networked with 42 African countries as its members and each member country is ultimately expected to establish a multi-stakeholder Country Forum (CF) through which its activities are to be implemented. AFAAS has Regional Fora (RF) that link the continental level with the country level. In its current status, AFAAS is actively present in 25 countries.

AFAAS is seeking to fill the post of **Executive Director** based at its Secretariat in Kampala, Uganda. He/she reports to the Chairperson, Board of Directors and is responsible for overseeing the overall management and operations of the organization

A. Tasks and Responsibilities

- Provide leadership and manage the human, financial and physical resources of AFAAS and the AFAAS Secretariat
- Oversee organization of AFAAS and Board Meetings.
- Implement the decisions of the AGM and the Board.
- Draft an Annual Work plan and associated budget, and report on progress made to the Board; and as appropriate to the AGM.
- Manage partnerships and development of collaborative programmes on scaling innovations
- Lead in articulation of new proposals for funding by partners, donors and governments.
- Ensure effective and efficient operation of the AFAAS Secretariat

- Develop recommendations for approval by the Board or AGM regarding policy, rules and regulations and management for the effective and efficient operation of AFAAS
- Put in place appropriate mechanisms for accountability; monitoring, evaluation and impact assessment of AFAAS activities.
- Recruit, select and appoint staff required for the operations of the AFAAS Secretariat
- Be the Chief Executive Officer of AFAAS with the prime responsibility of executing the decision of the Board and the General Assembly.
- Ensure proper management of the Staff, Programs, Finance and Assets of AFAAS according to agreed procedures.
- Prepare reports on implementation of the programs/projects of AFAAS as well as other documents for presentation to both the Board and the General Assembly.
- Perform any other duty that may be assigned by the Board of Directors

B. Job Requirements

Academic and Professional Qualifications or Training

- PhD in agricultural sciences, extension, economics or related disciplines
- Knowledge & experience in project management

Experience

Over 10 years work experience in managing a national, regional or international organization composed of diverse professionals.

Critical Competences

- Ability to organize and commit significant resources and time to establish and deliver on initiatives that will achieve significant long-term benefits for AFAAS
- Ability to communicate, direct and implement standards within AFAAS
- Ability to understand broader operational context and look for potential opportunities that provide high impact or cross functional solutions for AFAAS
- Ability to create a positive image for the organization or a positive impact on Funding Partners.
- Values and is able to communicate and act with honesty and openness in relations with others.

- Ability to maximize cooperation over time and be perceived by stakeholders as a partner.
- Ability to use understanding of AFAAS in building relationships that support its current and future objectives.

C. Key Performance Indicators

- Percentage, % of overall directives of the AGM or Board; Secretariat work plans, budget performance implemented or accomplished in time and to the desired levels of performance.
- Number of funding proposals accepted by partners, donors and governments as a ratio of the total.
- Number of CFs (active country fora), partners and funders added.
- % of amendments made to the draft annual plans and budgets.
- Number of performance or audit queries raised.
- Number of policies, rules and regulations and management proposals approved by the Board or AGM.
- Number of audit queries raised.
- Ratio of vacant as opposed to filled positions in the approved establishment of the Secretariat.
- % of mandatory reports prepared and presented in time and in line with required standard of reporting

Application Procedure

Applications with detailed curriculum vitae (in pdf form), copies of certificates, transcripts, names of three referees and the applicant's email address; daytime telephone contact should be sent online to the e-mails below with the subject **Executive Director**

Email address: recruitment@afaas-africa.org

Any form of canvassing will lead to disqualification. Only shortlisted applicants will be contacted.

Closing date: 29 November 2024

Note: Applications will continue to be received and considered until the right candidate is identified